

NASPGHAN CHILD NUTRITION AND HEALTH EQUITY

WHITE HOUSE CHALLENGE AWARD

APPLICATION INSTRUCTIONS:

***FAILURE TO ADHERE STRICTLY TO THESE GUIDELINES***

***COULD RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION***

Completed applications must include the following:

1. CV, resume, or biographical sketch for each of the following:
	1. Applicant,
	2. Community partner (this is the person who is the project co-lead that is based in the community organization that is partnering on the project),
	3. Any other key personnel on the team (if relevant, e.g. trainees)
2. Project Application (6 page maximum not including references or additional criteria if relevant)
	1. Title Page (1 page, **see form below**)
	2. Lay Abstract and Specific Aims (1 page maximum, **see form below**)
	3. Project Plan (4 pages maximum, briefer applications encouraged, **see form below**).
3. A detailed budget. There are no *a priori* restrictions on how the Award is used with the exception that costs are not allowed. Cost shares are allowed and encouraged. Please include information on any cost sharing in the budget.
4. Letters of support:
	1. Community Partner and Key Personnel Letter(s): One signed letter should be from the community partner and their organizational leadership stating their agreement to serve as a partner for the proposed project. If multiple community partnerships are proposed, each must provide a signed letter. No more than 3 total pages of letters can be included.
	2. Institutional Support Letter: Should be from the applicant's supervisor (Section Chief, or Department Chair, etc.) if applicable. This letter should clearly delineate a commitment to supporting the application.

NASPGHAN Child Nutrition and Health Equity

White House Challenge Award

APPLICATION FORM

Delete the instructions in blue for each question below. Brief responses are encouraged.

Please use 1/2-inch page margins with Times New Roman or Arial font no less than 11-point. Page limitations and style requirements are strictly enforced for answers to all of the questions.

**Once complete, please upload the application as a single PDF on the application website.**

**A. TITLE PAGE (1 page maximum)**

**Instructions:** Provide the project title. List the name and institution/organization for the applicant, community partner(s), and any other key personnel for the project.

**B. LAY ABSTRACT AND SPECIFIC AIMS (1 page maximum)**

**Lay Abstract (10 lines maximum)**

**Instructions***:* Describe the overall project goals, plan, and potential impact on nutrition-related child health equity using language appropriate for a broad audience. Note the specific applicant-community partnership.

**Specific Aims (about 1/2 page)**

**Instructions:**Give a brief explanation of the rationale for the project, including relevance to the community of interest. Briefly explain the overall goals and what you are planning to do. List the specific aims of the project. Aims should be measurable and time bound. Describe the applicant-community partnership and why it fits well with the proposed project and community. Describe anticipated outcomes.

**C. PROJECT PLAN (4 Pages Maximum, shorter applications are encouraged -** References are not included in this maximum page count**). Brief** responses are encouraged.

**Applicant and Community Partnership**

1. Describe the qualifications of the applicant and community partner and how they suit the proposed project.
2. Describe the partnership team plan and how they will use collaborative practices.

**Instructions:** How will the applicant and community partner make decisions? How will they communicate with each other? What are the plans for inclusion of the community partner in collaborative products such as talks, abstracts, and manuscripts?

The following website links to resources from the American Academy of Pediatrics may be of use as you develop community partnerships:

[Engaging with Community Partners Tips Sheet](https://downloads.aap.org/AAP/PDF/EngagingCommunity%20Partners_Tipsheet_final.pdf)

[How to Plan Community-Based Projects](https://www.aap.org/en/advocacy/community-health-and-advocacy/learn-about-community-advocacy/how-to-plan-community-based-projects/)

[Strategies for Sustaining Successful Community-based Programs](https://downloads.aap.org/AAP/PDF/Healthy-Tomorrows-Sustainability-Tip-Sheets.pdf)

**Rationale and Significance**

1. What nutrition-related health inequities or disparities exist in the community of interest? How are they are related to the proposed project?

**Instructions:** Examples could include differences in neighborhood-level prevalence of a nutrition-related disease compared to other surrounding neighborhoods, differences in access to health-promoting resources in the community of interest compared to surrounding communities, or any other relevant inequity or disparity that will be addressed in this project.

There are no pre-determined geographic units, diseases, or characteristics of interest for this award. The applicant and community partner should decide together what inequities exist that matter most for this specific community partnership and project.

The following website links to resources may be of use as you consider your community and project:

[CDC PLACES- health data at the zip code/census tract level](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cdc.gov%2Fplaces%2Findex.html&data=05%7C02%7Cjw3286%40cumc.columbia.edu%7Cd9a308b0c41c474ae94c08dc8e088f95%7Cb0002a9b0017404d97dc3d3bab09be81%7C0%7C0%7C638541414641389675%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=dBY2TZ8BYqx62d0Gu7%2BoaJZYKcc5PK5FfDIWgP6h4Mc%3D&reserved=0)

[County Health Rankings](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.countyhealthrankings.org%2F&data=05%7C02%7Cjw3286%40cumc.columbia.edu%7Cd9a308b0c41c474ae94c08dc8e088f95%7Cb0002a9b0017404d97dc3d3bab09be81%7C0%7C0%7C638541414641402385%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=1aPGo2IJSz1etF8TdcFAGltZLiWzZPnB6P5%2BN%2BROBVE%3D&reserved=0)

[Evidence-based resources on childhood nutrition](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cdc.gov%2Fhealthyschools%2Fnutrition%2Ffacts.htm&data=05%7C02%7Cjw3286%40cumc.columbia.edu%7Cd9a308b0c41c474ae94c08dc8e088f95%7Cb0002a9b0017404d97dc3d3bab09be81%7C0%7C0%7C638541414641410363%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=8eXg2qMKCppqhn59Udy5XsFmQnNFiqNuk7UVYZ2lai0%3D&reserved=0)

1. What is the rationale for doing this project in the proposed community? If any evidence exists for the proposed project, please note here.
2. What is the anticipated outcome of the proposed project (ie, why is the project worth doing)?

**Innovation**

1. How is the project novel in its partnership, intervention, or other aspect?
2. How may the proposed project eventually challenge or shift current practices, policies, or norms?

**Approach (about 1-2 pages, this should be the bulk of the Project Plan)**

1. What is the overall plan? Describe in one to two sentences the overall plan of the proposed project.
2. What is the project setting?

**Instructions:** Describe the geographic location of the community of interest in the proposed project. Describe the demographic characteristics of the community of interest.

1. What is the target population for the project?

**Instructions:** Describe the target population for the project activities. Explain the composition of the proposed target population in terms of age, sex, gender, race, ethnicity, or other relevant descriptive characteristics in the context of the nutrition-related health equity focus of the proposed project. How do the community and target population align with the goals of the NASPGHAN Child Nutrition and Health Equity White House Challenge Award? As appropriate, describe specific efforts inclusion efforts that will be undertaken including outreach strategies and activities to include diverse groups.

1. What are your proposed activities?

**Instructions:** Describe your proposed project. What specific activities will you complete during the award period to accomplish your specific aims? How will the project be implemented? Feasibility is an important factor for award consideration, use realistic and feasible activities aligned to the budget and timeline.

1. How will you know that you achieved your aims?

**Instructions:** Describe what benchmarks or milestones you will use to measure success. Explain how you will measure those benchmarks or milestones. If relevant, explain how you will analyze data. Given that projects should be new initiatives, outcomes should be realistic and achievable with the budget and timeline. Measurement of change in health outcomes are not required for this award. Instead, metrics such as attendance rates, sessions held, satisfaction, or other process measures are encouraged.

1. What are the potential long-term outcomes of the project? Describe any potential future funding applications, projects, or impact that may be generated from this award and project.

**Feasibility and Timeline**

1. Describe strategies to enhance feasibility. Explain potential problems and alternative strategies.
2. Provide a project timeline.

**Instructions:** Include an 18-month timeline that outlines the stages of your project and products. Projects shorter than 18-months are allowed, however awardees are expected to remain engaged with quarterly group meetings throughout the entire period to foster collaboration, learning, and peer support.

**References** (Not counted toward page limits)

**D. ADDITIONAL CRITERIA - Human subjects research**: (ONLY IF HUMAN SUBJECTS RESEARCH IS PROPOSED; 1 page limit).

**Instructions:** While we encourage projects that are not research, should you propose a research study involving human subjects in your project plan, please include 1 page on ethical conduct of research.

**If you are not proposing research involving human subjects, omit this section.**

Although we encourage projects that are not research-focused, if human subjects research is included as part of the proposal, explain whether there is an existing IRB-approved protocol in place. If not, please outline your plans to obtain IRB approval, or explain why your project does not require this. Explain recruitment, consent, and data management plans.